



DATE: August 14, 2019

AGENDA ITEM # 2

AGENDA REPORT

TO: Parks and Recreation Commission

FROM: Donna Legge, Staff Liaison

SUBJECT: Role of Parks and Recreation Commission

RECOMMENDATION:

Receive presentation by staff including an overview of the Recreation & Community Services Department and Park and Facility Maintenance under the Municipal Services Department. Discuss and recommend a process to update and complete the Parks and Recreation Commission Work Plan.

BACKGROUND

At its regular meeting of November 22, 2011, City Council adopted Ordinance No. 2011-374 amending Chapter 2.08 of the Los Altos Municipal Code to revise the name of and charter for the Parks, Arts and Recreation Commission to the Parks and Recreation Commission (PARC).

According to the Ordinance, the PARC is charged with the following:

2.08.080 - Powers and duties of the parks and recreation commission.

The parks and recreation commission shall act in an advisory capacity to the council in all matters pertaining to parks and public recreation and shall cooperate with all other governmental agencies and civic groups in the advancement of sound parks and recreational planning and programming, shall make budget recommendations to the council with regard to parks and recreation, and shall submit an annual report to the council.

At its regular meeting of June 28, 2016, City Council adopted Ordinance No. 2016-420 amending Chapter 2.08 of the Los Altos Municipal Code pertaining to City Commissions.

According to the Ordinance, the staff liaison is charged with the following:

2.08.170 - Role of staff liaison.

The city manager, or his/her designee, shall appoint an individual to serve as liaison to each commission. The role of the staff liaison is to assist the commission in carrying out its responsibilities. Duties of the staff liaison shall include attending all meetings of the commission, preparing agendas in collaboration with the chair, ensuring agendas and reports are posted in compliance with state law and city protocols, researching and preparing reports

for the commission, as is consistent with the work plan and/or council direction, preparing action minutes for approval by the commission, preparing reports from the commission to the council, serving as the liaison between the commission and other city staff, communicating directions from the city council to the commission, and staying apprised of new laws and city protocols related to their assigned commission or commissions generally.

At the annual Special Joint Meeting between City Council and the PARC on May 1, 2018, Council approved the PARC FY 2018/19 Work Plan with assigned Commissioners (Attachment A). Since the Work Plan was approved, the PARC has reorganized including newly appointed Commissioners. In addition, the Council adopted the FY 2020/21 Operating Budget and FY 2020/24 Five-Year Capital Improvement Plan on June 11, 2019. The full document is located on the City website at https://www.losaltosca.gov/sites/default/files/fileattachments/administrative_services/page/41701/adopted_web-copy.pdf

Attached is a copy of a condensed Budget including the following sections relevant to the departments and divisions that include Parks and Recreation (Attachment B):

City Council Strategic Priorities included in the Budget Message	Pages vi to viii
Maintenance Services	Pages 55 to 58
Recreation & Community Services	Pages 65 to 68
Capital Improvement Projects (5-year Plan)	Pages 83 to 90

DISCUSSION

To update and establish priorities for the PARC that support city Council and staff, it is recommended that the PARC determine a process to complete the Work Plan. This includes confirming and prioritizing the projects based on the recently adopted City Council Strategic Priorities and budget goals for Maintenance Services and Recreation & Community Services. It is further recommended that the Commission determine appropriate Sub-committee work and fill vacancies if needed.

Attachments:

- A. Parks and Recreation Commission 2018/19 Work Plan
- B. FY 2020/21 Operating Budget and 2020-2024 CIP